

River East Public Library District
813 W. Route 120 McHenry, IL 60051 815-385-6303

Lower Level Rental Policy

Rental of the library space is limited to area businesses. The space is NOT available for religious or political groups.

Board of Trustees reserve the right to reject any organization that they feel is not in the public's best interest.

Rental of the Library's rooms does not imply Library endorsement of meetings held. When your group advertises, you may provide us as a location, but materials should not imply that we are sponsoring or hosting the activity. Violation of this may result in the Director asking you to clarify your publicity or in cancellation of the room rental.

Use of the Lower Level will be governed by the follow rules:

1. Storage area is private and not to be entered.
2. The room is to be left in order and clean.
3. The library is not responsible for an injury to a user.
4. Children must have adult supervisor at all times, ratio of at least (1) adult per ten (10) children.
5. Upstairs washrooms and drinking fountains may be used at any time.
6. Any damage done to the building or equipment shall be the responsibility of the user.
7. Table and chairs must be returned to their original location.

Agreement to Defend and Indemnify:

User agrees to defend and indemnify the library and its employees, for any liability to property or persons(s) which arise in connection with the use of the library.

Use at Own Risk:

Any organization, its members, employees or invitees agree to use the library facilities and premises at its own risk.

Endorsement of Condition:

An organization and its members who use the library recognize the library is not the only library either for literature and/or meeting facilities. In choosing to the River East Public Library, the

organization recognizes it has made the choice, and in doing so recognizes, ratifies and endorses the physical, structural and general condition of the library as being adequate for safe use of its members, employees, invitees and officers.

Failure to comply with the above regulations will result in the loss of the meeting room privileges.

	Up to 5 Hours	
Non-Profit/Civic Groups	\$10.00	
For Profit/Commercial Groups	\$50.00	

Name: _____

Phone Number: _____

Email: _____

Organization: _____

Date: _____ Signature: _____